

THE BOARD OF MANAGEMENT
St. Attracta's Junior National School
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ADMINISTRATION OF MEDICINE POLICY

JUNE 2016



Administration of Medicines Policy

Introduction:

An Administration of Medication policy has been in existence in St. Attracta's JNS since 2003. This policy was subsequently reviewed and redrafted through a collaborative school process in October 2012 and again in June 2016. The current policy was ratified by the Board of Management on June 14th 2016.

Rationale:

This policy was put in place to:

- Clarify areas of responsibility
- To give clear guidance about situations where it is appropriate to administer prescription medicines
- To indicate the limitations to any requirements which may be notified to teachers and school staff
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

Relationship to School Ethos

The school promotes positive home-school contact, not only in relation to the welfare of children but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

Aims of this Policy

The aims and objectives of the policy can be summarised as follows:

- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the BOM in relation to Health and Safety requirements
- Provide a framework within which prescription medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians

In-School Procedures:

No teacher/sna is obliged to administer medicine or drugs to a pupil and any teacher/SNA willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BOM requesting the Board to authorise a member of the teaching/SNA staff to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines
- The school, where possible, advocates the self-administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. A small quantity of prescription drugs will be stored in

the First Aid Cupboard in the Shower Room if a child requires self-administering on a daily basis. Parents are responsible for the provision of medication and notification of change of dosage. All medicines must be presented to the school in a small rectangular plastic box with a lid and the child's name must be clearly labelled on the lid. Asthma inhalers may be kept in the teacher's desk in the classroom while Epipens will be stored in a 'Zipped Mesh Storage Wallet' (bearing the child's name), in the clear plastic storage pouch above the light switch in each classroom.

- Teacher/SNAs have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

Out-of-School Procedures:

Where medicines have to be administered in the course of Out-of-School activities e.g. in the context of educational trips, such instances will be dealt with on case-by-case basis, taking the provisions of The Boards School Tours Policy into consideration.

Long Term Health Problems

Where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the Board of Management. This is the responsibility of the parents/guardians. It would include measures such as self-administration, administration under parental supervision or administration by school staff.

Life Threatening Condition

Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child (Appendix 4). If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

Guidelines for the Administration of Medicines

1. Parents must write requesting the Board of Management to authorise the administration of the medication in school
2. The parents of the pupil with special medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication. (Appendix 1, 2, 3 or 4)
3. Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult

4. A written record of the date and time of administration of emergency medication – excluding inhalers - must be kept by the person administering it. Such a record will be available in the cupboard where the medicines are stored. (Appendix 4)
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
6. Emergency medication must have exact details of how it is to be administered
7. Parents are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school
8. All correspondence related to the above is kept in the school.

Medicines

- Non-prescribed medicines will neither be stored nor administered to pupils in school
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal
- A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent
- No teacher/SNA can be required to administer medicine or drugs to a pupil
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted
- Children may not keep medication in bags, coats, etc. An exception to this is inhalers required by pupils in First & Second Class, which may be kept in a schoolbag. The parent / guardian must inform the class teacher that the child has an inhaler in his/her bag.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

Roles and Responsibilities:

The BOM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Principal is the day-to-day manager of routines contained in the policy with the assistance of all staff members.

Success Criteria:

The effectiveness of the school policy in its present form is measured by the following criteria;

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

Ratification and Review:

This policy was ratified by the BOM on 14th June 2016. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than January 2020.

Signed:

Paddy Gough

Paddy Gough,
Chairperson

Tommy Neary

Tommy Neary
Principal

Appendix 1

Medical Condition and Administration of Medicines

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts:

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Child's Doctor: _____ **Phone:** _____

Medical Condition:

Prescription Details:

Storage details:

Dosage required:

Is the child to be responsible for taking the prescription him/herself?

What Action is required

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well-being of my/our child. I/We understand that the school has limited facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in weekly. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing. I / we understand that a new form of indemnity (Appendix 2) must be signed at the start of each academic year.

Signed: _____ Date: _____
Parent/Guardian

Signed: _____ Date: _____
On behalf of the BOM

APPENDIX 2

INDEMNITY

THIS INDEMNITY made the day of 20..... BETWEEN
.....(lawful father and mother of
.....) of
.....
.....

(hereinafter called “the parents”) of the One Part.

AND.....
.....

For and on behalf of the Board of Management of
.....

Situate
at.....
.....

In the County of(hereinafter called “the Board)
of the Other Part

WHEREAS

1. The parents are respectively the lawful father and mother of
.....a pupil of the above school.
2. The pupil suffers on an on-going basis from the condition known as
.....
.....
3. The pupil while attending the said school, may require, in emergency circumstances, the
administration of medicine, vis.,
.....
.....
4. The parents have agreed that the said medication may, in emergency circumstances, be
administered by the said pupil’s classroom teacher and/or such member of staff of the
said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

- a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil **HEREBY AGREE** to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

IN WITNESS whereof this Deed has been executed as a deed by or on behalf of the parties and has, on the date stated at the beginning of this Deed, been delivered as a deed.

SIGNED AND Delivered

as a deed by [Name of Parent]: _____

[Name of Parent]: _____

In the presence of:

Signature of Witness _____

Name of Witness _____

Address of Witness _____

SIGNED AND Delivered

As a deed by [Name of INDIVIDUAL] _____

for and behalf of the

BOARD OF MANAGEMENT

Appendix 3
Allergy Details

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How)

Signed: _____ Date: _____

Parent / Guardian

Appendix 4
Emergency Procedures

In the event of _____ displaying any symptoms of his / her medical difficulty, the following procedures should be followed.

Symptoms: _____

Procedures:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Dial 999 and call emergency services.

Contact Parents

Signed: _____ Date: _____

Parent / Guardian

Appendix 4

Record of administration of Medicines

Pupil's Name: _____

Class Teacher: _____

Medical Condition: _____

Medication:

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Administered the medication

Date: _____